



Date .....

**Subject:** Request for waiving the school fee in the semester .....

**To:** JGSEE Director

I am ..... (Full name), the ☐ PhD ☐ MPhil ☐ MSc  
☐ MEng student in program ☐ Energy T. ☐ Envi T. ☐ Energy T&M ☐ Envi T&M My thesis title  
is.....  
supervised by ..... Currently, I have finished all research works  
but have not completed the thesis writing. I plan to register for the thesis defense examination in  
the academic year of ..... Therefore, I would like to request for waive the school fee of  
50%, according to the JGSEE regulation on the school fee waiving (Year 2002: No 8).

For your kind consideration,

.....  
(.....)  
Student name

**Advisor**

Student has completed research work

☐ Yes ☐ No

Comment.....

.....

.....

(.....)

Advisor's signature

**Checking by Officer**

**Semester**.....

**Examination:** .....

: Total Thesis Credits .....

: Cumulative thesis credits Earned... ..

: Number of credits registered this semester .....

**Financial**

Comment.....

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(Ms. Supaphan Phinthong)  
Secretary of Academic Services Section

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(Ms. Wanvimon Panomtham)  
Head of Financial Section

**Comments by Division Chairperson**

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(.....)

Division Chairperson

**Approved by Director**

☐ Approved ☐ Not approved

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(Assoc. Prof. Dr. Suneerat Fukuda)  
Director